



STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,
FEBRUARY 5, 2013 HAS BEEN CANCELLED

MINUTES / ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, FEBRUARY 6, 2013

9:00 A.M.

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY MEETING AT 9:09 A.M. ON WEDNESDAY, FEBRUARY 6, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS KENNETH POLITE, D. SCOTT HUGHES, G. LEE GRIFFIN, C. PETE FREMIN, AND SIDNEY TOBIAS.

- Employee Opportunity to Address the Commission. (No Attachment)

DR. AVERY R. BURAS ADDRESSED THE COMMISSION.

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Election of Officers: (No Attachment)

Chairman: **THE COMMISSION RE-ELECTED COMMISSIONER DAVID DUPLANTIER TO SERVE AS CHAIRMAN.**

Vice Chairman **THE COMMISSION RE-ELECTED COMMISSIONER JOHN MCLURE TO SERVE AS VICE CHAIRMAN.**

- 2) Request of State Civil Service to appoint Byron Decoteau, Jr. to serve as the Public Training Program and Management Development Program representative on the Comprehensive Public Training Program (CPTP) Policy Board pursuant to R.S. 42:1261. THE COMMISSION GRANTED THE REQUEST.

- 3) Request of the Lake Charles Harbor & Terminal District for authority under the provisions of Civil Service Rule 4.1(d)2 to exempt (8) positions from the classified service, with on-going authority, effective January 9, 2013. State Civil Service recommends approval to exempt these positions from the classified service, effective February 6, 2013 through February 5, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE FEBRUARY 6, 2013 THROUGH FEBRUARY 5, 2018.** (Position numbers and resumes for incumbents must be emailed to misty.mcafee@la.gov . Please use **Temporary Request #6929** as the reference when transmitting this information.

- 4) Request of the Port of South Louisiana to exempt (1) position of Airport Director from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective January 9, 2013 through January 9, 2018. **State Civil Service recommends approval to exempt this position from the classified service, with effective date of February 6, 2013 through February 5, 2018.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE FEBRUARY 6, 2013 THROUGH FEBRUARY 5, 2018.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **Request #6928** as the reference when transmitting this information.
- 5) Request of the Department of Public Safety and Corrections – Correction Services for a permanent 1% Optional Pay adjustment in the amount of \$28.00 bi-weekly (with 7% having already been granted by the agency) for Mary Strickland, ARDC Manager, in accordance with State Civil Service Rule 6.16.2, to be effective December 12, 2012. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Request of the Port of New Orleans to establish Premium Pay in the amount of \$1.50 per hour, for all hours worked under hazardous conditions for job titles within the Fendering and Sounding Boat departments, in accordance with State Civil Service Rule 6.16(a), to be effective January 9, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 7) Request of the Louisiana Workforce Commission to amend its Veterans Incentive Pay policy in accordance with State Civil Service Rule 6.16(d), with an effective of January 9, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 8) Request of the Division of Administration, Office of Inspector General to establish a Perquisites policy in accordance with State Civil Service Rule 6.3.1, to be effective January 9, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 9) Request of State Civil Service to ratify the approval of layoff avoidance measures, in accordance with State Civil Service Rule 17.6, for the following agencies that submitted Layoff Avoidance plans after October 1, 2012: Bunkie Housing Authority; Louisiana State Radiologic Technology Board of Examiners. **State Civil Service recommends ratification of each of these plans, which were given interim approval by the Director on December 21, 2012, with an effective date of October 1, 2012.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 10) Request of the Department of Culture, Recreation and Tourism – Office of Cultural Development for an extension of the job appointment for Sherry Wagner, Archaeologist 1, in accordance with State Civil Rule 23.5(a), effective January 10, 2013 through January 9, 2015. **State Civil Service recommends approval effective January 10, 2013 through July 31, 2013.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST, EFFECTIVE JANUARY 10, 2013 THROUGH JANUARY 9, 2014.**

- 11) Request of State Civil Service to ratify the approval of layoff avoidance measures, in accordance with State Civil Service Rule 17.6, for the following agencies that submitted Layoff Avoidance plans after October 1, 2012: Housing Authority of the Town of Erath Louisiana; Louisiana Physical Therapy Board; and St. Charles Parish Housing Authority. **State Civil Service recommends ratification of each of these plans, which were given interim approval by the Director on January 16, 2013, with an effective date of October 1, 2012.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 12) Consideration of the Minutes of the Commission Meeting held on December 12, 2012. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 13) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- LA Correctional Institute for Women
 - Elayn Hunt Correctional Center
 - Department of Public Safety
 - Louisiana Workforce Commission
- (Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, FEBRUARY 6, 2013

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 14) Request of the Department of Health and Hospitals, Office of Public Health to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), to pay \$2.00 per hour, for all hours worked performing hazardous duties within the Nurse Family Partnership Program for Social Worker 4 positions (Region 8), effective February 6, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 15) Request of South Central Louisiana Human Services Authority to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), to pay \$.50 per hour, for all hours worked for employees providing clinical supervision to counselor interns, to be effective December 12, 2012. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 16) Request of South Central Louisiana Human Services Authority to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), to pay \$.50 per hour, for all hours worked for employees who serve as a Substance Abuse Professional, to be effective December 12, 2012. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 17) Request of the Department of Transportation and Development to establish a Premium Pay policy for Marine Engineers 2 in the amount of \$2.00 per hour, for all hours worked, in accordance with State Civil Service Rule 6.16(a), effective February 4, 2013. **State Civil Service recommends approval for a period of one year, effective February 4, 2013 through February 3, 2014.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE FEBRUARY 4, 2013 THROUGH FEBRUARY 3, 2014.**
- 18) Request of the Louisiana State Employees' Retirement System to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 6, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 19) Request of the Department of Culture, Recreation and Tourism – Office of State Parks to exempt (16) LOOP Coordinator positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective February 6, 2013 through February 5, 2018. **State Civil Service recommends approval to exempt these positions.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position numbers and resumes for incumbents must be emailed to misty.mcafee@la.gov . Please use **Temporary Request #CRTOSOP16LOOP** as the reference when transmitting this information.
- 20) Request of the Governor's Office of Elderly Affairs to establish a Premium Pay policy for Auditor 2 jobs in the amount of \$.50 per hour for all hours worked; and Auditor 3 and Auditor Supervisor jobs in the amount of \$1.00 per hour for all hours worked, in accordance with State Civil Service Rule 6.16(a), effective February 18, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 21) Request of Louisiana State University – Baton Rouge Campus to grant an Individual Pay Adjustment above the third quartile as an offer of employment in the job title of Registered Nurse Manager to Jacques Pecquet, in the amount of \$1.88 per hour, in accordance with State Civil Service Rule 6.16(c), effective February 6, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 22) Notice that the State Civil Service Commission made a Provisional Appointment of the State Examiner for the Municipal Fire and Police Civil Service. **PURSUANT TO THE REQUIREMENTS OF CONSTITUTIONAL ANCILLARIES ARTICLE 14 SECTION 15.1, THE COMMISSION HAS APPOINTED RAINETTE STEPHENS AS THE PROVISIONAL STATE EXAMINER FOR THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE, EFFECTIVE FEBRUARY 2, 2013 UNTIL SUCH TIME AS THE STATE CIVIL SERVICE COMMISSION IS ABLE TO INTERVIEW AND APPOINT A NEW STATE EXAMINER.**

- Director's Report
 - *Aeli Poydras provided the Commission with a presentation on the new Professional Level Exam.*
 - *Director Shannon S. Templet informed the Commission there will be a Quarterly HR Director's meeting next month on Tuesday, March 5, 2013 at 1:30pm.*
 - *Director Shannon S. Templet presented Ms. Jean Jones with a Resolution from the Commission.*
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss the procedure to be used to select the new State Examiner for Municipal Fire and Police Civil Service. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AND TO DISCUSS THE PROCEDURE TO BE USED TO SELECT THE NEW STATE EXAMINER FOR MUNICIPAL FIRE AND POLICE CIVIL SERVICE.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:59 A.M. ON WEDNESDAY, FEBRUARY 6, 2013.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN